

EXECUTIVE SECRETARIAT**Routing Slip**

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Remarks:

Executive Secretary
[Signature]
 Date _____

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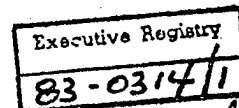
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Federal Emergency Management Agency

Washington, D.C. 20472

FEB 17 1983



Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

Bill
We are pleased that you are going to be able to address the participants of the National Defense Executive Reserve National Conference on Monday, March 7, at the Shoreham Hotel.

At your request, we have changed the time of your appearance on that day to 9:40 a.m. We have adjusted that time period, too, so that your 10-minute question and answer period will be scheduled at the end of your presentation. Your presentation, therefore, should take approximately one-half hour (9:40 - 10:10 a.m.), followed by the 10-minute question and answer period.

Secretary Weinberger's presentation will now follow yours - at 10:20 a.m.

We have enclosed an updated conference schedule for your information.

Sincerely,

[Signature]
Louis G. Guiffrida
Director

Enclosure

cc: Caspar W. Weinberger
Secretary of Defense



L-315